



Manager's Report

For Council Meeting 6/13/00

FINANCE

Listed below are the new businesses licensed during this period:

Business Name	Address	Business Type
Craft Works	241 Fort Evans Rd NE #677	Retail
Global Provisioning	321 Fox Ridge Dr SW	Wholesale
Irene's Floors Inc	407 Georgetown Ct NE	Install Vinyl Floors
J M C Import Automotive Service	9 Fort Evans Rd SE	Auto Repair Shop
Jack's Handyman Service	549 Richmond Sq NE	Minor Repairs
George Payne	414 Crestwood St SW	Cleaning
Rich Martin Inc	306 Ashton Dr SW	Construction Consulting
Simply Good Cleaning Services	28 Adams Dr NE	House Cleaning

PERSONNEL

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Kenneth Neal	Wastewater Treatment Plant Operator Trainee	Utilities
Andrew Russell	Budget Analyst	Finance

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
Bill King	Facilities Manager Ida Lee Recreation Center	Parks and Recreation
Jeff Parker	Systems Technician Ida Lee Recreation Center	Parks and Recreation

BALCH LIBRARY

Balch Library had a table at the Potomac Celtic Festival. Several volunteers worked and told people about the library's Irish and Scottish resources.

Jane Sullivan did a "History Minute" on Cable Vision. It was filmed in front of the old Balch building and she talked about the Balch family and their contribution to Leesburg.

PARKS AND RECREATION

Dedication of the Tuscarora Creek Park was held on Saturday, May 20, 2000.

PLANNING and ZONING**Current Planning Division Activity****Plans accepted for review during the period May 17 – June 6, 2000**

- Beauregard Heights – Final Plat (33 single-family detached dwellings)
- Middleburg Bank Office Building – Preliminary/Final Development Plan (18,600 sq. ft. office)
- Stratford Phase B, Lots 59, 60, & 64 – Boundary Line Adjustment
- Country Club Sec. 1, Lot 38 – Building Restriction Line Vacation
- Kincaid Forest, Sec. 7B – Construction Drawings (
- Kincaid Forest, Sec. 11 – Construction Drawings (80 single-family detached dwellings)
- Kincaid Forest, Sec. 12A – Construction Drawings (61 single-family detached dwellings)
- Tavistock, Sec. 9 – Landscape Plan
- Potomac Station Apartments – Preliminary Development Plan (150 apartment units)
- Kincaid Forest, Sec. 11 – Final Plat (80 single-family detached dwelling units)
- Potomac Station Sec. 10 Road Improvements – Construction Drawings
- Potomac Station, Sec. 8E – Final Plat (23 single-family detached dwelling units)
- Dry Mill, Sec. 1A – Final Plat (10 single-family detached dwelling units)
- Potomac Crossing, Sec. 8 – Construction Drawings (61 single-family detached dwelling units)
- Potomac Station, Sec. 8G – Final Plat & Deed (19 single-family detached dwelling units)
- Exeter Hills, Sec. 6B – Final Plat & Deed (25 single-family detached dwelling units)
- Leesburg Corner Premium Outlets – Revised Final Development Plan
- CVS Pharmacy – Preliminary/Final Development Plan (10,390 sq. ft. pharmacy)

Plans reviewed during the period May 17 – June 6, 2000

- Potomac Crossing, Sec. 6 – Final Plat (45 single-family detached dwelling units)
- Potomac Crossing, Sec. 7 – Final Plat (30 single-family detached dwelling units)
- CVS Pharmacy – Preliminary/Final Development Plan (10,390 sq. ft. pharmacy)
- Potomac Station, Sec. 8D – Final Plat (21 single-family detached dwelling units)
- Edwards Landing, Sec. 1 – Final Plat (98 townhouse units)
- Greenway Farm, Lot 121 – Boundary Line Adjustment
- Leesburg Green – Preliminary/Final Development Plan (45,000 sq. ft. office and 95, 400 sq. ft. warehouse)
- Fort Evans Plaza – Landscape Plan
- Stratford Phase B, Lots 59, 60 & 64 – Boundary Line Adjustment
- Edwards Landing – Right-of-Way Dedication Plat
- Beauregard Heights – Construction Drawings (33 single-family detached dwelling units)
- Potomac Crossing, Sec. 7 – Construction Drawings (30 single-family detached dwelling units)
- Beauregard Heights – Final Plat (33 single-family detached dwelling units)
- Edwards Landing/Battlefield Parkway Phase 2 – Construction Drawings

- Stowers, Sec. 2 & 3 – Preliminary Subdivision Plat (263 single-family detached dwelling units)

Zoning Permits Issued (00-661 thru 00-736)**New Construction – Residential**

Greenway Farms - 2 SFD @ \$150,000.
Stratford Ph. "B" – 3 SFD @ \$85,000.
Stratford Ph. "B" – 1 SFD @ \$86,000.
Potomac Crossing – 4 SFD @ \$105,000.
Tavistock Farms – 5 SFD @ \$105,000.
Tavistock Farms – 5 SFA @ \$55,000.
Sycamore Hill – 6 SFA @ \$80,000.
Potomac Station – 6 SFD @ \$105,000.
Potomac Station – 12 SFA @ \$45,000.
8 Ayr Street - 1 SFD @ \$250,000.
Kincaid Forest – 1 SFD @ \$100,000.

New Construction – Commercial

None issued during this time frame.

Occupancy Permits Issued – Residential

Beauregard Estates – 1 SFD
Exeter Hills – 3 SFD
Exeter Hills – 2 SFA
Greenway Farms – 8 SFD
Grove at Morven Park – 1 SFD
Kincaid Forest – 1 SFD
Kirkpatrick – 1 SFD
Potomac Crossing - 2 SFD
Stratford – 1 SFD
Sycamore Hill – 9 SFA
Tavistock Farms – 3 SFD
Tavistock Farms – 4 SFA
Woodlea Manor - 2 SFD

Occupancy Permits Issued – Commercial

211 Gibson Street – (Jackson Professional Building, Suite 222).

UTILITIES**1. Water and Sewer Administration**

Randy Shoemaker and Aref Etemadi attended the "Personnel Law for Managers and Supervisors" training seminar conducted at the Leesburg Police Department on May 23.

2. Water Supply Division**a. Training**

Larry Taylor and Roger Hall attended the “Personnel Law for Managers & Supervisors” training seminar conducted at the Leesburg Police Department May 23rd.

b. Capital Projects Update**Water Treatment Plant Upgrade to 10 MGD**

The contractor is performing the following operations:

1. Installing interior piping, yard piping, and duct bank.
2. Forming and placing concrete at filter building.
3. Performing masonry and equipment installation operations at wastewater building.

WTP Expansion Project Status

Dollar value complete 41% Time Elapsed 66%

The contractor is approximately 50 days behind schedule.

Hospital Tank Pumping Station

Erosion and sediment control devices have been installed. Building stakeout has been conducted, and shop drawing review is in progress.

3. Water Pollution Control Division**a. Biosolids Use Permit Renewal**

A BUR permit renewal application was submitted to the Virginia Department of Health on April 27, 2000, and a Public Information meeting has been scheduled for July 6, 2000, at 6:00 pm in the Town Council Chambers

b. Biosolids Management Upgrade Project (BMU)

New construction excavation is well underway and project is approximately 10% complete.

c. Biological Nutrient Removal Project (BNR)

Project is approximately 45% complete with all major structures underway.

4. **Utility Lines Division**

a. **Training**

Held in-house safety training sessions covering Book #6 & #7. Also held Trench Safety training session.

R. S. Noe